

Working with your ZoomInfo Results

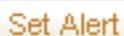
There are several tools available in ZoomInfo PRO to work with the results of your searches. If you ever need help working with your results, please contact our Client Services team at 781-693-7575 or clientservices@zoominfo.com.

Saving your Results



You can save your list of results in ZoomInfo PRO so you can easily access it in the future. To save your list click the Add to List button at the top of your results. You will be prompted to give it a name and click the button that says Add. This will save your list under the Lists link at the top of the page. You can access it again in the future by clicking on Lists and then clicking to either the People Lists or Company Lists depending on the type of records you saved.

Exporting your Results



If you ever need to work with your ZoomInfo results outside of ZoomInfo PRO you may be able to export your list to a .csv file that will open into Excel or many other programs that work with .csv format files. To export your list, click Export at the top of your results and give your list a name. Once you click Export List you will receive a message that an email notification will be sent to you once your list is ready. When you receive that email notification go back to ZoomInfo PRO and click Lists at the top of the page. Click the option for Exported Lists and then click the orange button that says Get List next to your file to open it. If you receive the notification email but do not see your list on the Exported Lists page, you should refresh your page or click F5 on your keyboard. Please note that each person record exported will utilize one (1) export credit. So if you were to export a list of 50 people, it would require 50 credits.

Emailing your Results

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If you'd like to send an email to a person listed in your results, click on the email address provided. This will open up your default email program so you can email that person directly.

Printing your Results



At the top of each page of results you will see a Print button. This will put your results into a printer friendly format. Please note that if you have several pages of results you will need to print each page separately.

ZoomInfo/Salesforce Integration



If you are a Salesforce.com user and are interested in connecting ZoomInfo to your Salesforce account please contact your account manager at ZoomInfo or ZoomInfo Client Services to learn how to set up the integration.

If you ever have any questions at all please contact the ZoomInfo Client Services team at 781-693-7575 or clientservices@zoominfo.com